

**CONFIDENTIAL**

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Last Name],

Thank you for the time and effort you invested in the selection process for the [Position Title] role at [Company Name]. It was a pleasure to learn more about your professional background and your vision for leadership.

I am writing to formally notify you that we have decided to move forward with another candidate whose experience and current strategic focus align more closely with our specific requirements at this time. Please be assured that this decision was made after a thorough and careful evaluation of your qualifications by the executive search committee.

Due to the sensitive nature of this executive search, we request that you maintain the confidentiality of our discussions and the details of the selection process.

We appreciate the interest you have shown in our organization. Your accomplishments are impressive, and we wish you continued success in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]